

## INSTRUCTIONS TO EXPUNGE A SUMMARY OFFENSE

Expungement is the removal of an offense from your criminal record. While information about the expunged offense will no longer appear on background checks, law enforcement and the Courts may still access this information to determine your eligibility for alternative punishment programs and grade future offenses.

The expungement process usually takes approximately 4-8 months to complete. If your petition is approved, a copy of the Expungement Order will be mailed to you at the address you listed on the petition.

To qualify, you must meet the following requirements:

1. You were convicted or pled guilty to the summary offense in Centre County.
2. You have not been arrested or prosecuted for any crime (including summary offenses) in any county in the five (5) years since being convicted of the offense you wish to expunge.

To request expungement of a summary offense, please complete the attached Petition for Expungement, the top section of the attached order, and obtain a recent certified copy of your complete criminal record from the Pennsylvania State Police ([www.psp.state.pa.us](http://www.psp.state.pa.us)). **(Your Petition may be rejected in not filled in completely)**

**\*\*NOTE:** For Expungements from the Magisterial District Court a copy of the completed docket shall be included. These are accessible at (<http://ujportal.pacourts.us>.)

*A copy must be served on the District Attorney and indicated on the Certificate of Service. Failure to do so may delay the processing of your Petition for Expungement.*

Include a filing fee of \$75.00 to: **(NO PERSONAL CHECKS)**

**Centre County Prothonotary  
102 South Allegheny St., Room 102  
Bellefonte, PA 16823**

**\*\*For further assistance with completing your petition and the top of the order go to:**  
**<http://ujportal.pacourts.us>**



**Petition for Expungement Pursuant to Pa.R.Crim.P. 490**

AND NOW, the petitioner avers the following and requests that this petition for expungement pursuant to Pa.R.Crim.P. 490 be granted for the reasons set forth below.

PETITIONER INFORMATION						
Full Name:		DOB:		Social Security Number:		
Address:		Alias(es):				
CASE INFORMATION						
List name, address of Judge of the Magisterial District or Philadelphia Municipal Court who accepted the guilty plea or heard the case:						
Judge:			Address:			
Magisterial District Court Number:						
Philadelphia Municipal Court or Magisterial District Docket Number:						
Name of Arresting Agency:			Date of Arrest:		Date on Citation or Complaint:	
List name and mailing address of the affiant as shown on the complaint or citation, if available:						
Name of Affiant:			Address:			
List specific charges, as they appear on the charging document, to be expunged and the disposition of each charge (please attach additional sheet(s) of paper if necessary):						
PA Statute (Title)	Section	Subsection	Statute Description	Counts	Grade	Disposition
If the sentence imposed included a fine, costs or restitution, has the amount due been paid? <input type="checkbox"/> Yes <input type="checkbox"/> No						
List the reason(s) for the expungement (please attach additional sheet(s) of paper if necessary):						
<input type="checkbox"/> I have attached a copy of my Pennsylvania State Police Criminal History which I have obtained within 60 days before filing this petition.						
<input type="checkbox"/> I have not attached a copy of my Pennsylvania State Police Criminal History. State reason(s) below:						

I, the undersigned petitioner, avers that the facts set forth in this petition are true and correct to the best of my personal knowledge or information and belief, and are made subject to the penalties of unsworn falsification to authorities under 18 Pa.C.S. § 4904.

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date

IN THE COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA  
CRIMINAL ACTION LAW

COMMONWEALTH OF PENNSYLVANIA

V.

Docket No. \_\_\_\_\_

\_\_\_\_\_  
Defendant

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the foregoing expungement petition was served on all parties of record, in the above entitled matter placing same, addressed to the parties, in the care of the United States postal Service:

Centre County District Attorneys Office  
102 South Allegheny Street  
Bellefonte, PA 16823

\_\_\_\_\_  
Date

\_\_\_\_\_  
Defendant

**COURT OF COMMON PLEAS OF CENTRE COUNTY, PENNSYLVANIA  
CRIMINAL DIVISION**

COMMONWEALTH OF PENNSYLVANIA  
VS

Common Pleas Docket No. CP-14- - -  
MDJ Docket No.: - - -  
MDJ Court Number: - - -

Defendant's Address: \_\_\_\_\_

Name/Address of MDJ who accepted Plea or  
heard case: \_\_\_\_\_

Aliases: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Arrest/Complaint/Citation Filed: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

OTN/Citation #: \_\_\_\_\_

Soc. Sec. No.: - - - - -

Arresting Agency/Address: \_\_\_\_\_

Eligible Charge(s): \_\_\_\_\_

Disposition: \_\_\_\_\_

Reason for Expungement: Pursuant to 18 PA.C.S.A.  
9122(b)(3)(i)

Fines, Costs, Restitution Paid? \_\_\_\_\_

The Document to which this certification is attached is a full, true, and correct copy of the original on file and of record in my office.

ATTEST: \_\_\_\_\_ BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**ORDER TO EXPUNGE SUMMARY OFFENSE**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon approval of the District Attorney or after a hearing on the matter, it appears to the Court that the Defendant satisfactorily met requirements listed by 18 PA.C.S.A. 9122(b)(3)(i). It is ordered that the summary offense of \_\_\_\_\_ listed in the above docket be EXPUNGED. The Clerk of Courts shall serve a certified copy of this order upon the following agencies pertaining to the above captioned criminal proceeding:

(1) PA Central Repository (2) Arresting Agency \_\_\_\_\_ (3) MDJ \_\_\_\_\_ (4)  
Def./Atty. \_\_\_\_\_ (5) District Attorney (6) AOPC (7) Penn Dot (if Applicable)

Expunged offenses shall be available for the purposes listed in 18 PA.C.S.A. 9122(c), and that said keepers of such criminal records shall file with this Court an Affidavit stating that the mandated of this order have been fulfilled.

BY THE COURT:

**AFFIDAVIT OF EXPUNGEMENT**

This is to certify that the official arrest, criminal records, and other documents filed pertaining to the particular arrest or prosecution or both of the above named defendant in the above captioned criminal proceedings for the above listed summary offenses(s) which are in the custody and control of this office, have been expunged.

DATE: \_\_\_\_\_

BY: \_\_\_\_\_